



CITY OF HOUSTON

Job Posting

BJW

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

SUMMER ONLY

COMMUNITY RELATIONS SPECIALIST

PN# 102346 (Multiple Positions)

PARKS AND RECREATION

RECREATION OPERATIONS

NEIGHBORHOODS AND COMMUNITY RELATIONS

2999 SO. WAYSIDE

M - F, 7 a.m. - 4 p.m.*

*Subject to change

9 DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Act as liaison between the department and public interest groups to ensure guidelines for the Summer Food Program are enforced. Conduct on-site visits to ensure state guidelines for the lunch program are adhere to. Review food request to ensure adherence to state guidelines. Prepare and submit site participation reports on a daily basis. Perform other duties as assigned.

10 WORKING CONDITIONS

This position occasionally requires stooping or bending. Occasional very light lifting such as three or four reams of paper or books (up to 20 pounds or an equivalent weight) may be required.

11 MINIMUM EDUCATIONAL REQUIREMENTS

High school diploma or a GED.

12 MINIMUM EXPERIENCE REQUIREMENTS

Six (6) months of experience are required.

13 MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Driver's License and comply with the City of Houston's policy on driving (AP 2-2).

14 PREFERENCES

15 SELECTION/SKILLS TESTS REQUIRED

None

16 SAFETY IMPACT POSITION

☒ YES ☐ NO

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 11
\$11.25 hourly

18 OPENING DATE

February 23, 2005

19 CLOSING DATE

Open Until Filled

20 APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker 1st floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Telephone Device for the Deaf (TDD) Phone Number (713) 837-9496.

An equal opportunity employer